

MARGARET DONNELLAN TODD  
COUNTY LIBRARIAN

September 27, 2005

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**APPROVAL OF AMENDMENT NO.4 TO AGREEMENT NO. 68733  
FOR PUBLIC USE COPIERS AND TYPEWRITERS  
(ALL DISTRICTS) (3-VOTE MATTER)**

**IT IS RECOMMENDED THAT YOUR BOARD:**

Approve and delegate authority to the County Librarian to sign the attached Amendment No.4 to Agreement No. 68733 with CMS, Inc. (formerly APS Affiliates, Inc.) to pay \$500 per month to offset the increased cost of fuel, and to extend the term of the agreement an additional six months. This amendment shall become effective upon your Board's approval or October 1, 2005 whichever is later.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The purpose of the recommended action is to enable the Public Library to continue providing copier and typewriter services to the public under an existing concession agreement while developing a new means of providing these services. The Board previously delegated authority to the County Librarian to extend the current contract upon mutual agreement with the contractor. Due to the significant increase in gasoline cost, the contractor has requested additional compensation during the extension to offset increased operating costs for fuel. Given the current fuel price crisis, the Department considers the contractor's request reasonable. This amendment will allow the Public Library to pay \$500 per month to the contractor to offset increased operating costs for fuel, and to extend the term of the agreement for an additional six months.

**Implementation of Strategic Plan Goals**

Approval of the recommended amendment is consistent with the County's Strategic Plan in the areas of service excellence, fiscal integrity, and organizational effectiveness.

### **FISCAL IMPACT/FINANCING**

The Public Library has sufficient funding in its operating budget to finance the negligible impact of the recommended action.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The Public Library has successfully utilized a concession contract model to provide coin operated photocopiers and typewriters for public use for the past fifteen years. The Library has notified CMS, Inc. of our intent to extend the current contract for six months. However, the contractor is concerned about rising gasoline prices and requested additional compensation during the extension period to offset increased operating costs for fuel. The proposed amendment provides authority for the Public Library to pay the contractor \$500 per month for the increased fuel cost. The amendment also provides delegated authority for the County Librarian to extend the agreement on a month-to-month basis for up to six additional months in order to complete the solicitation process for a replacement agreement.

County Counsel has approved this amendment as to form.

### **CONTRACTING PROCESS**

Not applicable.

### **IMPACT ON CURRENT SERVICES**

Approval of this amendment will assure the continuation of pay per usage copier and typewriter service in County Public Library facilities.

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**CONCLUSION**

Please return a conformed copy of the adopted Board letter and amendment to the Public Library, and Office of the County Counsel, Attention: David Beaudet, 201 Centre Plaza Drive, Suite 1, Monterey Park, CA 91754..

Respectfully submitted,

A handwritten signature in black ink that reads "Margaret Donnellan Todd". The signature is written in a cursive, flowing style.

Margaret Donnellan Todd  
County Librarian

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TRS\Coin-op Board Letter.DOC

Attachment

C: Chief Administrative Office  
County Counsel  
Executive Office, Board of Supervisors